

**QSP TP23-1005;  
Printing and Mailing Services  
ATTACHMENT A: SCOPE OF WORK**



In keeping with its mandate to provide efficient and effective service to the public, TPS is soliciting proposals from qualified, licensed and insured entities to provide printing and mail handling services.

**\*\*\*INTERESTED VENDORS MAY SELECT EITHER THE PRINTING OPTION ONLY, THE MAILING OPTION ONLY, OR BOTH THE PRINTING AND MAILING OPTIONS. SEE ATTACHMENT B-FEE SUBMITTAL FORM.\*\*\***

TPS sends out daily, a widely varying number of pre-stuffed size 10 business envelopes, usually weighing approximately two (2) to four (4) ounces each, and a small quantity of flats. Mail must be picked up, metered, and delivered to the U.S. Postal Service preferably on the same day and not later than the next business day. Awarded contractors will be notified by TPS of a daily pick-up schedule that includes volume/details.

Each month TPS sends out approximately:

- 1130 monthly rent statements which require printing from a PDF on paper with a stub that is to be returned, folding, inserting the rent statement and a return envelope (supplied by TPS), sealing, metering and pre-sorting. Mailing envelopes are supplied by TPS but need the address printed on them.
- 500 30-day notices which require folding, inserting, metering and pre-sorting
- 350 weekly A/P checks

TPS may award a pool of Contractors to provide these services. The actual number of pool participants chosen will depend on the number of qualified proposals received.

## **1.0 SCOPE OF WORK**

TPS is seeking consultants to provide the following detailed services:

**1.1.1 Service Location:** Pick-up locations are at the CMHA campus, located at 1627 Western Avenue, 1635 Western Avenue, and 1088 West Liberty Street, Cincinnati, OH 45214.

**1.1.2 General/Technical Specifications:**

**1.1.2.1 Services:** The successful proposer shall, at its expense, pick up daily mail during TPS's current hours of operation. Monday through Friday 8:00 AM to 4:40 PM.

**1.1.2.2 Mail** may not be picked up earlier than 3:30 PM. Letters must be sealed, metered postage applied, presorted and delivered to the U.S. Postal Service for inclusion in U.S. Postal Service's last mail delivery for that day or the next business day. It is preferred that

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mail be postmarked and mailed out the same day, however all mail must be mailed out no later than the next business day.

**1.1.2.3** TPS shall provide envelopes and inserts. Fold and stuff projects must be picked up and mailed out the same day or no later than the next business day.

**1.1.2.4** TPS will count, sort and bundle mail by program each day. Successful MAILER proposer's pick up slip must allow for counts by Program as shown below:

PROGRAM	# of LETTER	# of FLATS	# of Fold N Stuff
TPS			
Finance			
Other (specify) _____			

**1.1.2.5** Successful proposer understands and agrees that there is no advancement of monies for postage (unless previously arranged). Successful proposer must bill TPS monthly in arrears for actual metering, sorting, folding and stuffing, and postage fees incurred. Successful proposer will be issued a purchase order upon award of contract.

**1.1.2.6** TPS shall be extended First Class automation rates on envelopes and flats if service is provided by successful proposer.

**1.1.2.7** Contractor must provide a completion date for the print and/or mailing job.

**1.1.2.8** Contractor must send an email confirmation when the job has been completed and/or a mailing has been given to the post office.

## **2.0 PRINTING SERVICES**

Successful proposer must be able to handle the following tasks:

- Print To and From addresses on 9.5” x 4” envelopes
- Print To and From addresses on 13” x 10” envelopes
- Print bound brochures
- Print business cards
- Print color flyers.
- Provide laminating services

The successful proposer will preferably be available on weekdays and weekends.

## **3.0 POOL OF CONTRACTORS**

- 3.1** TPS intends to create a “pool” of Contractors to provide services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide services. The actual number of Pool participants chosen will depend on the number of qualified proposals received.
- 3.2** Proposers selected to participate in the Pool will be assigned work at the discretion of TPS based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at TPS’s sole discretion, to extend the contract for up to an additional two years for a maximum total of three years. TPS will attempt to match each assignment to the Pool Participant best suited for a given task. TPS will also determine the services any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.
- 3.3** If a Pool Participant is selected to perform one or more work assignments, TPS will formally request the Pool Participant to perform such work by executing a purchase order. TPS will provide the scope of work to the contractor before work is to begin. Once the Contractor is awarded an assignment, the services will be scheduled with TPS. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of TPS.

## **4.0 PERFORMANCE STANDARDS**

- 4.1** For each job where the printer fails to ensure the images and color on the material is clear and straight, the Contractor’s fee may be reduced 10% for that service.
- 4.2** For each job where the printer fails to meet printing deadlines, the Contractor’s fee may be reduced 10% for that service.

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- 4.3 For each time the Contractor violates any of the clauses in this QSP, the Contractor's fee may be reduced 10% for that service.
- 4.4 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 4.5 TPS may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

**5.0 COVID-19 Requirements for Work**

Contractor is to practice social distancing while on site. In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

**6.0 TPS's Motto and Gold Performance Standards**

In 2012, CMHA implemented its motto "Being an Asset to Hamilton County" in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

TPS has adopted this policy. It is TPS's intent that the contractor will also adhere to these standards.

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**7.0 Contract Terms**

**7.1 Contract Term**

**7.1.1** TPS intends to enter into a one year contract with the option, at the TPS's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

**7.2 Indefinite Quantities Contract (IQC)** TPS does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

**7.2.1** Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires TPS to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$125,000. TPS reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.